

JOB VACANCY ANNOUNCEMENT



SPECIAL CONSULAR SERVICES ASSISTANT **GRADE – FSN 8**

Announcement Number: BJL-14-012

The U.S. Embassy/Banjul is seeking an experienced individual with the required work permit for employment in country for the position of a Special Consular Services Assistant in the Consular Section. Individual performs a variety of specialized and complex duties related to American citizen protection, welfare and other services. Meets with American Citizens requesting assistance, determines necessary action. When necessary, assists Consular Officer with hospital and prison visits, death, repatriation, medical evacuation and financial assistance cases. Assists applicants seeking passport and citizenship services. Provides U.S. citizens information (in person, by telephone and in writing) about local laws, section practices and local customs. Sets up and maintains embassy warden registration files and warden system software, updating as necessary. Acts as section cashier

REQUIRED QUALIFICATIONS:

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criteria.

Education: University education is required.

Experience: From three to five years of progressively responsible experience in work involving application of relatively complex regulatory material along with extensive public contact, or other closely related experience. Experience in cashiering.

Language: Level IV (fluent speaking/reading) English is required.

Knowledge: A thorough knowledge of applicable laws and procedures, including U.S. laws, local laws and practices pertinent to Consular work is required. Must be a proficient user of computer programs, e.g. Microsoft Word, Excel, Access, Powerpoint, Microsoft Outlook, Internet, etc., required.

Abilities/Skills: Exercise of tact and good judgment in dealing with the public, U.S. citizens and local officials. Must have outstanding writing skills. Ability to maintain an extensive range of working level contacts with high-ranking officials and private organizations. Ability to apply complex regulations

correctly and to exercise judgment in evaluating evidence. Must be a team player with strong interpersonal skills. Ability to work under pressure, in order to meet tight deadlines when necessary, and work evenings and weekends when required.

TO APPLY:

Interested candidates should submit the following:

--Application for Employment (DS 174) - available at the Embassy or online:

http://banjul.usembassy.gov/job_opportunities.html

--A current resume

--Documentation (e.g., certificates and awards, copies of degree earned) that addresses the minimum requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office

Embassy of The United States of America

Kairaba Avenue

Email: HROBanjul@state.gov

no later than **May 23, 2014.**

Only short-listed candidates will be contacted for interview.

The American Embassy Banjul is an Equal Opportunity Employer (EEO).